Document Archival Template

The Document Archival template is used to change the date that a status of solicitation will be changed to inactive.

Tag	Description	Format
<ARCHIVE>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator.	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator.	Up to 20 characters
<SOLNBR> *	Existing reference number for the synopsis.	Up to 50 characters
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
</ARCHIVE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.

Example:

<ARCHIVE>
<DATE> 0730
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<SOLNBR> F66-000-Q-99
<ARCHDATE> 08301999
</ARCHIVE>

Award Notice Template

The Award template is used for the publication of the synopsis of contract awards. Its publication is required by FAR, Section 5.3.

Tag	Description	Format
<AWARD>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year.	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator.	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator.	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCOD>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office.	Up to 250 characters
<SUBJECT>	the classification code, two hyphens, and a brief title description of the synopsis.	Up to 250 characters
<SOLNBR>*	Unique (within given office) reference number for the solicitation	Up to 50 characters
<CONTACT>	The names and phone numbers of officials to contact in regard to this synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<AWDNBR>*	Award reference number	Up to 50 characters
<AWDAMT>	Award amount	Up to 50 characters
<LINENBR>*	Contract's appropriate line item number	Up to 35 characters
<AWDDATE>	Award Date	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 15 days after award date
<AWARDEE>	The name and address of the awardees	Up to 400 characters
<LINK>	The group tag; no data required.	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)

<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The group tag; no data required.	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background.	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
</AWARD>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.
5. Award notice is archived automatically.

Example:

<AWARD>
<DATE> 0721
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCOD> A
<NAICS>123456
<OFFADD> Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, OH 22030
<SUBJECT> A--AMPLIFIER, INTERMEDIATE FREQUENCY
<SOLNBR> S0546A-187-2E
<CONTACT> Michele A Martin, Contract Specialist, Defense Electronics Supply Center (405)123-4567
<AWDNBR> SP0970-94-C-2102/SP0900-93-R-B419
<AWDAMT> $89,856
<LINENBR> 0001
<AWDDATE> 070799
<ARCHDATE> 072299
<AWARDEE> St Olektron Corp, Sub Of Signal Technologies, 28 Tozer Rd, Beverly MA 01915-5579
<LINK>
<URL> http://www.fed.gov.gov
<DESC> Defense Electronics Supply Center
</LINK>
<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC> Defense Electronics Supply Center
</EMAIL>
</AWARD>

Combined Synopsis/Solicitation Notice Template

The Combined Synopsis/Solicitation Notice template is used to publish both a notice (synopsis) and a solicitation in a single FBO submission for commercial items, as defined by the FAR (Sub Parts 5.202 & 12.603). The combined synopsis/solicitation notice does not require a minimum 15-day delay between notice publication and solicitation release, thus allowing both buyers and vendors to save time publishing and responding to a "commercial items" opportunity more quickly. FBO will reject any documents that refer to a specific solicitation without previous publication of the Notice for that solicitation.

Tag	Description	Format
<COMBINE>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 digits
<CLASSCODE>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207 (g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	The classification code, two hyphens, and a brief title description of the synopsis	Up to 250 characters
<SOLNBR> *	Unique (within given location) reference number for the solicitation.	Up to 50 characters
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<DESC>	The narrative description of the procurement action.	Up to 24,000 characters
<LINK>	The group tag; no data required.	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The grop tag; no data required.	

<ADDRESS>	The Government Agency contact's email address which will be listed in the background.	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
<SETASIDE>	Identify set-aside acquisitions.	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB-Zone", "Partial Women-owned Business", "Very Small Business", "Veteran Owned Small Business", "Service Disabled Veteran Owned", "8(a) competitive".
<POPADDRESS>	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	Up to 10 characters
<POPCOUNTRY>	Place of Performance country	Up to 25 characters
</COMBINE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<COMBINE>

<LINK>
<URL> http://www.FBO.gov/spg/USA/NGB/DAHA06/DAHA06-02-Q-0003/listing.html
<DESC> Link to FedBizOpps document.
<EMAIL>
<ADDRESS> katarzyna.zarzycka@ct.ngb.army.mil
<DESC> Link to FedBizOpps document.
<SETASIDE>N/A
<POPADDRESS> Connecticut Army National Guard RTE 1 Stones Ranch Military Reservation East Lyme CT
<POPZIP> 06333-0462
<POPCOUNTRY> US
</COMBINE>

Delete Notice Template

The Delete template is used for deleting synopses, solicitations and related documents from the system. It is imposible to delete a modification without deleting the associated notice. The system will allow deletion of an entire notice (including all postings for that notice), or deletion of files uploaded to that solicitation number.
It is not recommended deleting information from FBO, as vendors may receive notification of the posting, or have viewed the posting, prior to deletion. It is recommended to post a Modification or amendment instead of deleting.

Tag	Description	Format
<DELETE>		
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator.	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator.	Up to 20 characters
<SOLNBR> *	Existing reference number. All documents with this solicitation number will be deleted.	Up to 50 characters
<AWDNBR> *	Award reference number. Used for deleting Award Document.	Up to 50 characters
<UPLOADTYPE> *	Type of uploaded document which should be deleted.	Up to 75 characters
</DELETE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. If <AWDNBR> is present, it has the first priority, otherwise <SOLNBR> is used.
4. If deleting Attachment, must supply <SOLNBR> along with <UPLOADTYPE>.

Example:

<DELETE>
<CBAC> demo
<PASSWORD> DEMO
<SOLNBR> F66-000-Q-99
<UPLOADTYPE> Solicitation 01
</DELETE>

Foreign Government Standard Template

Tag	Description	Format
<FSTD>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCODE>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207 (g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	If the classification code is provided, use the classification code, two hyphens, and a brief title description of the synopsis. If the classification code is not provided, use a brief title description of the synopsis.	Up to 250 characters
<DESC>	The narrative description of the procurement action.	Up to 24,000 characters
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, Consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The group tag; no data required.	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background.	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
</FSTD>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<FSTD>
<DATE> 0721
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCODE> 78
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street; Washington, DC 22030
<SUBJECT> 78--EUROPEAN COMMUNITY: HOUSEHOLD LAMPS
<DESC> The following notification is being circulated in accordance with Article 10.6.
G/TBT/Notif.96.235.
1. Member to Agreement notifying: European community. If applicable, name of local government involved (Articles 3.2 and 7.2): 2. Agency responsible: European Commission, Agency or authority designated to handle comments regarding the notification can be indicated if different from above.
<ARCHDATE>08311999
<CONTACT> jone doe 202- 123-4567
<LINK>
<URL> http://www.mno.gov
<DESC> Household lamps
<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC> Household lamps
</FSTD>

Modification to a Previous Notice Template

The Modification template is used for the publication of modifications or corrections to a previously announced (posted) procurement action.

Tag	Description	Format
<MOD>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCOD>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	The classification code, two hyphens, and a brief title description of the synopsis.	Up to 250 characters
<SOLNBR>*	Existing reference number for the solicitation	Up to 50 characters
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<DESC>	The narrative description of the procurement action	Up to 24,000 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user)	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email	Up to 100 characters

<SETASIDE>	Identify set-aside acquisitions	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB-Zone", "Partial Women-owned Business", "Very Small Business", "Veteran Owned Small Business", "Service Disabled Veteran Owned", "8(a) competitive".
<POPADDRESS>	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	Up to 10 characters
<POPCOUNTRY>	Place of Performance country	Up to 25 characters
</MOD>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<MOD>
<DATE> 0721
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCOD> B
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street, Washington, DC 22030
<SUBJECT> B-ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL POPULATION
<SOLNBR>208-94-0008
<RESPDATE> 091399
<ARCHDATE> 101399
<CONTACT> Mary Ann Deal, Contract Specialist, 301-443-5329; Contracting Officer - Beatrice L. Woods, 301-443-0043
<DESC> The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless. The priority audience to benefit form these activities are program grantees receiving demonstration or formula grants who must have access to state-of-the-art knowledge about services to homeless persons with mental illnesses. The offeror must be knowledgeable and have a track record of accomplishments in providing technical assistance at the State and local service delivery level related to homelessness and serious mental illness, including study methodology, service delivery, program administration, and application of results. The successful offeror must be knowledgeable concerning the clinical characteristics of the population, individual and organizational services providers who deliver traditional or innovative services, published and unpublished researchers who are contributing to the scientific literature on the population and services, and the consumer movement as it relates to homelessness.
<LINK>
<URL> http://www.ghi.gov
<DESC> Center for Mental Health
<EMAIL>

<ADDRESS> johndoe@usa.gov
<DESC> Center forMental Health
<SETASIDE> Total Small Disadvantage Business
<POPADDRESS> Office of Environmental Studies, 1323 Y Street, Washington, DC
<POPZIP> 22030
<POPCOUNTRY> US
</MOD>

Presolicitation Notice Template

The Presolicitation template is used for the publication of notices for proposed acquisitions. FAR, Section 5.2 requires the submission of this document prior to the publication of any further actions. FBO will reject any other documents that refer to a specific solicitation without previous publication of the Presolicitation Notice for that solicitation.

Tag	Description	Format
<PRESOL>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 digits
<CLASSCODE>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207 (g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	The classification code, two hyphens, and a brief title description of the synopsis	Up to 250 characters
<SOLNBR> *	Unique (within given location) reference number for the solicitation.	Up to 50 characters
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<DESC>	The narrative description of the procurement action.	Up to 24,000 characters
<LINK>	The group tag; no data required.	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The grop tag; no data required.	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background.	Up to 100 characters

<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
<SETASIDE>	Identify set-aside acquisitions.	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB-Zone", "Partial Women-owned Business", "Very Small Business", "Veteran Owned Small Business", "Service Disabled Veteran Owned", "8(a) competitive".
<POPADDRESS>	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	Up to 10 characters
<POPCOUNTRY>	Place of Performance country	Up to 25 characters
</PRESOL>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<PRESOL>
<DATE> 0521
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCOD> B
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street, Washington, DC 22030
<SUBJECT> B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL POPULATION
<SOLNBR> 208-94-0008
<RESPDATE> 061399
<ARCHDATE> 07131999
<CONTACT> Mary Ann Deal, Contract Specialist, 301-443-5329; Contracting Officer, Beatrice L. Woods, 301-443-0043
<DESC> The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless.
<LINK>
<URL> http://www.abc.gov
<DESC> Center for Mental Health

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC> Center for Mental Health
<SETASIDE> Total Small Disadvantage Business
<POPADDRESS> Office of Environmental Studies; 1323 Y Street; Washington, DC 22030
<POPZIP> 22030
<POPCOUNTRY> US
</PRESOL>

Special Notice Template

The Special Notice template is used for the announcement of procurement matters such as business fairs, long-range procurement estimates, pre-bid/pre-proposal conferences, meetings, and the availability of draft solicitations or draft specifications for review.

Tag	Description	Format
<SNOTE>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCODE>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207 (g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	If the classification code is provided, use the classification code, two hyphens, and a brief title description of the synopsis. If the classification code is not provided, use a brief title description of the synopsis.	Up to 250 characters
<DESC>	The narrative description of the procurement action	Up to 24,000 characters
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user)	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email	Up to 100 characters
</SNOTE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<SNOTE>
<DATE> 0521
<YEAR> 99
<CBAC> DEMO
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCODE> 75
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street; Washington, DC 22030
<SUBJECT> 75--THE DEPT. OF THE TREASURY TECHNOLOGY EXPO: WASHINGTON, D.C. TUESDAY, JULY 30, 1999
<DESC> A one day technology exhibit will be held at the Department of the Treasury/IRS on July 30, 1999, from 10:00am to 2:00pm. Some of the technologies requested include: INFOSEC, distributive information systems, Internet, CD-ROM, imaging, barcoding, document management, communications, and computer-based training. For more information on requested technologies or exhibit registration, please contact Tina Hose at (800)878-2940 at extension 212.
<ARCHDATE> 07311999
<CONTACT> hellen smith 202-789-1234
<LINK>
<URL> http://www.mno.gov
<DESC> Treasury Technology Expo
<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Treasury Technology Expo
</SNOTE>

Source Sought Notice Template

The Sources Sought template is used when determining the availability of commercial sources under the procedures prescribed in FAR, Subpart 7.3 and OMB Circular A-76.

Tag	Description	Format
<SRCSGT>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCODE>*	Either one alphabetic code or a two digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	The classification code, two hyphens, and a brief title description of the synopsis	Up to 250 characters
<SOLNBR>*	Unique (within given location) reference number for the solicitation	Up to 50 characters
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to this synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<DESC>	The narrative description of the procurement action.	Up to 24,000 characters
<LINK>	The group tag; no data required.	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The group tag; no data required.	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background.	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters

<SETASIDE>	Identify set-aside acquisitions	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB-Zone", "Partial Women-owned Business", "Very Small Business", "Veteran Owned Small Business", "Service Disabled Veteran Owned", "8(a) competitive".
<POPADDRESS>	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	Up to 10 characters
<POPCOUNTRY>	Place of Performance country	Up to 25 characters
<SRCSGT>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<SRCSGT>
<DATE> 0721
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCOD> B
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street; Washington, DC 22030
<SUBJECT> B --ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL POPULATION
<SOLNBR> 208-94-0008
<RESPDATE> 091399
<ARCHDATE> 10131999
<CONTACT> Mary Ann Deal, Contract Specialist, 301-443-5329; Contracting Officer - Beatrice L. Woods, 301-443-0043
<DESC> CORRECTION: This action previously published in theCommerce Business Daily is hereby corrected to add the following statement: "This acquisition is unrestricted and open to both small and large business concerns."
<LINK>
<URL> http://www.jkl.gov
<DESC> Office of Environmental Studies
<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC> Office of Environmental Studies
<SETASIDE> Total Small Disadvantage Business
<POPADDRESS> Office of Environmental Studies; 1323 Y Street; Washington, DC
<POPZIP> 22030
<POPCOUNTRY> US
</SRCSGT>

Sale of Surplus Property Notice Template

Tag	Description	Format
<SSALE>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCODE>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207 (g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	If the classification code is provided, use the classification code, two hyphens, and a brief title description of the synopsis. If the classification code is not provided, use a brief title description of the synopsis.	Up to 250 characters
<CONTACT>	The names and phone numbers of officials to contact in regard to this synopsis. If there are two points of contact, their information shall be separated by semicolon	Up to 300 characters
<DESC>	The narrative description of the procurement action	Up to 24,000 characters
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site.	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email	Up to 100 characters
</SSALE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<SSALE>
<DATE> 0624
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 95150
<CLASSCODE> 95
<NAICS>123456
<OFFADD> Litton Applied Technology Division (LATD) for - DCMC-SF, DCMDW-GFOS/PLCO 1265 Borregas Ave, Sunnyvale, CA 95150
<SUBJECT> 95--SEALED BID SALE OF MISCELLANEOUS U.S. GOVERNMENT PROPERTY
<CONTACT> Litton Applied Technology 4747 Hellyer Ave., P.O. Box 7012, San Jose, CA 95159-7012; Margie Grimm Extension 4198 - Mail Stop No. 114.
<DESC> A public sealed bid of HP computer hardware, military flight and test equipment original acquisition value of $1.5M, will be held at LATD's Warehouse, etc. etc.
<ARCHDATE> 08311999
<LINK>
<URL> http://www.mno.gov
<DESC> Saled Bid Sale
<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Saled Bid Sale
</SSALE>

Document Unarchival Template

The Document Unarchival template is used to change the status of solicitation to active.

Tag	Description	Format
<UNARCHIVE>		
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator.	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator.	Up to 20 characters
<SOLNBR> *	Existing reference number. All documents with this solicitation number will become active.	Up to 50 characters
<AWDNBR> *	Award reference number. Used for Award Document.	Up to 50 characters
<ARCHDATE>	The date when status of solicitation will be changed to inactive again.	MMDDYYYY
</UNARCHIVE>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. If <AWDNBR> is present, it has the first priority, otherwise <SOLNBR> is used.

Example:

```
<UNARCHIVE>
<CBAC> demo
<PASSWORD> DEMO
<SOLNBR> F66-000-Q-99
<ARCHDATE> 08302004
</UNARCHIVE>
```

Document Upload Template

The Document Upload template provides links to all solicitation documents that are available for viewing and downloading from the Internet. This template is used when documents are available on a server other then FBO.

Tag	Description	Format
<EPSUPLOAD>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<USERID> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<PROJID>*	Existing reference number for the solicitation	Up to 50 characters
<UPLOADTYPE>	Type of upload documents: you may specify any type, use S for solicitation, and A for amendment	Up to 75 characters
<RESPONSEDATE>	New deadline for the receipt of the responses	MMDDYYYY
<FILELIST>	The group tag; no data required	
<FILE>	The group tag; no data required	
<URL>	Document URL that will be listed in the background (invisible to the user)	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<MIMETYPE>	Document type	Up to 35 characters
<DESC>	Visible hypertext provided to the user for linking to the related document	Up to 250 characters
</FILE>	The group tag; no data required	
</FILELIST>	The group tag; no data required	
</EPSUPLOAD>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <URL>, <MIMETYPE>, and <DESC> fields that grouped together by <FILE> and </FILE> represent one file group. Unlimited number may be used but at least one of such groups may be put in the <FILELIST> brackets.

Example:

<EPSUPLOAD>
<DATE> 0120
<YEAR> 99
<USERID> demo
<PASSWORD> DEMO
<PROJID> PS-01141952
<UPLOADTYPE >A
<RESPONSEDATE> 12311999

```
<FILELIST>
<FILE>
<URL> http://www.arnet.gov/aDirectory/File1.doc
<MIMETYPE> doc
<DESC> Description of File 1
</FILE>
<FILE>
<URL> http://www.arnet.gov/aDirectory/File2.xls
<MIMETYPE> xls
<DESC> Description of File 2
</FILE>
</FILELIST>
</EPSUPLOAD>
```

Amedment to a Previous Combine Solicitation Template

The AMDCSS template is used for the publication of amendments or corrections to a previously announced (posted) combine solicitation action.

Tag	Description	Format
<AMDCSS>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC> *	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	Up to 9 characters
<PASSWORD>*	Password. Assigned by FBO System Administrator	Up to 20 characters
<ZIP>	The Contracting Office's zip code	5 Digits
<CLASSCOD>*	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))
<NAICS>*	Six-digit code for service or supply that the synopsis would be listed under	Valid classification code (www.census.gov/epcd/naics02/naicod02.htm)
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	The classification code, two hyphens, and a brief title description of the synopsis.	Up to 250 characters
<SOLNBR>*	Existing reference number for the solicitation	Up to 50 characters
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon.	Up to 300 characters
<DESC>	The narrative description of the procurement action	Up to 24,000 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user)	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background	Up to 100 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email	Up to 100 characters

<SETASIDE>	Identify set-aside acquisitions	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB-Zone", "Partial Women-owned Business", "Very Small Business", "Veteran Owned Small Business", "Service Disabled Veteran Owned", "8(a) competitive".
<POPADDRESS>	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	Up to 10 characters
<POPCOUNTRY>	Place of Performance country	Up to 25 characters
</AMDCSS>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

<AMDCSS>
<DATE> 0721
<YEAR> 99
<CBAC> demo
<PASSWORD> DEMO
<ZIP> 22030
<CLASSCOD> B
<NAICS>123456
<OFFADD> Office of Environmental Studies; 1323 Y Street, Washington, DC 22030
<SUBJECT> B-ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL POPULATION
<SOLNBR>208-94-0008
<RESPDATE> 091399
<ARCHDATE> 101399
<CONTACT> Mary Ann Deal, Contract Specialist, 301-443-5329; Contracting Officer - Beatrice L. Woods, 301-443-0043
<DESC> The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless. The priority audience to benefit form these activities are program grantees receiving demonstration or formula grants who must have access to state-of-the-art knowledge about services to homeless persons with mental illnesses. The offeror must be knowledgeable and have a track record of accomplishments in providing technical assistance at the State and local service delivery level related to homelessness and serious mental illness, including study methodology, service delivery, program administration, and application of results. The successful offeror must be knowledgeable concerning the clinical characteristics of the population, individual and organizational services providers who deliver traditional or innovative services, published and unpublished researchers who are contributing to the scientific literature on the population and services, and the consumer movement as it relates to homelessness.
<LINK>
<URL> http://www.ghi.gov
<DESC> Center for Mental Health
<EMAIL>

<ADDRESS> johndoe@usa.gov
<DESC> Center forMental Health
<SETASIDE> Total Small Disadvantage Business
<POPADDRESS> Office of Environmental Studies, 1323 Y Street, Washington, DC
<POPZIP> 22030
<POPCOUNTRY> US
</AMDCSS>